

Maricopa County Policies and Procedures	Subject: Use of County Owned Vehicles	Number: A2302 Issue Date: 04/92
Approved: Roy Pederson	Initiating Department: Equipment Services	

A. Purpose

To assure only authorized, licensed, and properly trained employees operate County owned vehicles and to establish guidelines and describe recommended operations pertaining to vehicle and equipment use.

B. Policy

1. Elected officials and department directors will determine the number of employees who may be authorized to operate County owned vehicles or equipment as indicated by the needs of their organization.
2. Elected officials and department directors must submit to the Maricopa County Transportation and Development Agency the names of any employees, other than or in addition to themselves, who may authorize employees to operate County vehicles or equipment. The Safety Division will periodically return the listing of names to elected officials and department directors to make any necessary revisions.
3. All employees whose duties require the use of a County owned vehicle of one ton or less in capacity or which carries less than fourteen passengers must have a valid Arizona driver's license and must be authorized to operate such equipment by the elected official or department director.
4. All employees whose duties require the use of a County owned vehicle over one ton in capacity or which carries fifteen or more passengers must have a valid Arizona Commercial driver's with appropriate endorsements for the class or type of vehicle or equipment for which the elected official or department director is authorizing the employee to operate.
5. County owned vehicles may be used only for County business such as:
 - Conducting daily job activities between office or job locations.
 - Transporting officials and employees representing Maricopa County to and from civic activities and other functions directly related to County responsibilities.

Employees may not use County owned vehicles for personal convenience without exception.

6. County vehicles should not be operated above the posted speed limit with the exception of authorized operators of emergency vehicles, such as the Sheriff's patrol cars, who in the performance of their duties may find it necessary to exceed the speed limit.
7. The vehicle engine should not be allowed to idle for an extended length of time. It is more fuel efficient to shut the engine off and restart it when needed, unless the type of engine deems otherwise.
8. Employees who operate the same vehicle each day should be aware of any changes in engine performance and report any problems to Equipment Services.
9. Tire pressure should be visually checked on a daily basis. Car pool vehicles will be checked by the Equipment Services Department. Tires should be inflated or repaired as needed.
10. Fast starts and stops should be avoided.

11. Adherence to the County's Preventive Maintenance schedule is a necessity that all employees must observe.

C. Authority and Responsibility

All employees are responsible for adhering to any established guidelines pertaining to use of County vehicles.

E. Procedures

To obtain authorization for an employee to operate County vehicles or equipment:

1. A Request to Operate County Owned Motor Vehicles and Construction Equipment form must be completed for each employee whose duties necessitate the usage of County vehicles. The completed form is then forwarded to the Transportation and Development Agency and becomes the basis for issuing the "Maricopa County Use Permit". If the request is approved, the "permit" card will be issued and employees must carry the card while operating a County owned vehicle.
2. All first issue permits and renewals will be forwarded to the elected official or department director or their designated representative(s) for issuance to the employees. A computerized list of authorized vehicle operators will be sent to each department for updating on a periodic basis.
3. Any person leaving Maricopa County employment must surrender all County driving permits and pool cards to the elected official or department director who will forward the driving permit to Fleet Safety (MCDOT) and forward the pool car card to the Department of Finance.
4. If a vehicle of one ton or more will be driven, the employee must take a driving test and follow all other qualification procedures of the Transportation Department's Operator Training Program as set forth in policy A2309, before being granted permission to operate the vehicle. Those presently operating such vehicles may be required to take this test at the discretion of their department director or the Transportation Department Training Officer who will make arrangements to administer the test. Additionally, a test may be requested by:
 - Any elected official or department director who wants to determine the capability of an assigned operator.
 - Any Safety Committee receiving a Vehicle Accident Report involving County owned vehicles.

Cross Reference

A2309 Vehicle Operator Training and Testing